

Capital Improvements Program Review and Advisory Committee (CIPRAC)

Minutes of Meeting Held On
Thursday, November 15, 2012

Present: *Kenneth Barnes, Deborah Barrow, Kelly Broughton, Stephanie Gilbert, Tony Heinrichs, Susan Madison, Caryn McGriff, Diane Modelo, Ann Sasaki, Mario Sierra, Tom Tomlinson, Mary Wolford, Jim Winters, James Nagelvoort, Julio Canizal, Bill Dos Santos, Henry Foster, Vicki Burgess, Scott Mercer, Elvi Ricafort, John Tracanna, Michelle Abellashon, Elif Cetin, Howard Greenstein, Max, Marar, Mark Gonzalez and Matthew Araiza*

I. General Announcements / Discussions

Announcement was made that Debra Fischle-Faulk is retiring.

II. Approve Minutes for the CIPRAC meetings in the month of October 18, 2012

Minutes of October 18, 2012 were distributed and approved.

III. Crowd Funding

Eric Engelman from the Mayor's Office gave a presentation on Crowd Funding. Crowd Funding is defined as a method to fund private ventures by adopting small donations/investments from the public via an online platform. Currently, Crowd Funding is primarily used in the private sector. Crowd Funding can be used by the City in support of civic projects on private land, pre-approved City projects, or new projects on City land suggested by the public. CIPRAC members think that using Crowd Funding to help fund CIP projects may be too hard to implement and suggest using it to fund City services instead. Eric asked if director's can provide him examples of City services that could benefit from Crowd Funding and he would re-evaluate.

IV. Development Impact Fees (DIF)

Tom Tomlinson presented the projects that were recommended by the sub-committee for DIF funding. Additionally, those communities where project requests exceeded available funding and projects with funds available, but no funding was requested were also evaluated to determine which projects will receive funding. Attached are the projects approved for funding by community.

V. CDBG Applications

The Villa Montezuma Project was presented to CIPRAC for motion to complete the application for CDBG funding. CIPRAC approved the motion.

VI. Posting CIPRAC Meeting Minutes on the CIP Website

James Nagelvoort discussed posting the CIPRAC meeting minutes on the CIP website. No decision was made on how often the minutes would be posted, but it was discussed possibly posting the minutes on a quarterly basis.

VII. Estimated Available Funds for FY2014 (non-enterprise)

Julio Canizal gave a presentation on the status of available funding for the Capital Outlay and General Fund. In brief, the Capital Outlay Fund is over-budgeted by \$5 million in ADA projects and therefore, there is no available funding for projects. At this time the available funding for the General Fund is not known. If departments would like to use General Fund money to help fund projects, they will need to request the appropriations during the CIP and O&M proposed budget process. Project approval will be part of CIPRAC's review on February 6th and 8th. Departments will need to discuss the budget request at the EBRs scheduled in February and it will be ranked it with all other requests. Keep in mind that these requests will be competing with other General Fund priorities such as service restorations or General Fund obligations. Funding approval will be part of the General Fund balancing in March. If General Fund funding is not approved, projects will be excluded from the CIP budget unless a different funding source is found.

VIII. CPC Projects Requested for the FY2014 CIP Budget

A list of projects from the Community Planning Commission will be coming after November 21st. The list will then be forwarded to the asset owning departments.

IX. CIPRAC Policies & Guidelines

The last item on the Agenda was not discussed because time ran out. However, an email was subsequently sent to the CIPRAC members regarding the documentation of CIPRAC's policies & guidelines based on the recommendations from the 2011 CIP Audit. CIPRAC has identified those and they are listed below. The numbers in parenthesis show the CIP Audit Recommendation number which the document is addressing. The CIPRAC committee has already reviewed and approved items 1 and 7. Public Works - ECP will draft the remaining items and submit to the committee for review and approval. Once approved, these documents will be posted on an online manual on the CIPRAC's SharePoint site. The online manual will be demonstrated at the next CIPRAC meeting.

CIPRAC Policies & Guidelines

- 1) Governance (11)
- 2) Methodology for Identifying the City's Deferred Maintenance and Capital Needs (1)
- 3) Future Capital Plans and Deferred Maintenance and Capital Needs (2)
- 4) Identify, Leverage, and Optimize Funding Sources (4)
- 5) Developing Multi-Year CIP Plan (4)
- 6) Priority Scoring Process (6, 12)
- 7) Citywide Asset Management Program (7, 8)
- 8) Evaluation of Alternatives (9)
- 9) State of the CIP Status Report (Template)